

MATERIALS & STORES SPECIALIST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 15-16, 2001

Collective Bargaining Identification: R12

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Fred Freeman, Staff Services Analyst
Didi Carrasco, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated August 31, 2001, there is one incumbent in
this classification.

Subject Matter Expert(s):

Anthony Olivas Warehouse Manager I, Business Services Section

The above subject matter expert remained the same during the entire job analysis process.

INFORMATION GATHERING **MATERIALS & STORES SPECIALIST**

The initial list of task statements and the initial list of knowledge, skills and abilities statements were identified after conducting a literature review, which consisted of the State Personnel Board job specification for Materials & Stores Specialist; State Personnel Board job specification for Warehouse Worker; Department of Corrections (DOC) job announcement for Materials & Stores Specialist position; Sacramento County job announcement for Storekeeper I; Sacramento County job specification for Storekeeper and Store Clerk I; State of Washington job specification for Warehouse Worker I; and State of Arizona job specification for Warehouse Worker.

The Personnel Examining Exam Folder ,the Personnel Operations History File and other websites were reviewed for information; however, were not included in this job analysis.